

**Glossary of the  
Commission on Higher Education  
Educational Opportunity Fund Program**

**Common Words, Abbreviations & Phrases**

**Abbott School** – any New Jersey public school district characterized by both low student achievement and concentrated poverty that is specifically identified in the appendix to Raymond Abbott, et al. v. Fred G. Burke, et al. decided by the New Jersey Supreme Court on June 5, 1990 (119 N.J. 287, 394). A complete listing of designated school districts can be found on the Commission/EOF website at [www.state.nj.us/highereducation/eof.htm](http://www.state.nj.us/highereducation/eof.htm) under Historical Poverty Resources.

**Ability to Benefit** – A method of demonstrating eligibility for federal (and state) student assistance funds for students who do not have a high school diploma or G.E.D. Students must pass a U.S. Department of Education approved “ability-to-benefit” test which is recognized as the equivalent of a high school diploma.

**Allocation** - Funds approved and awarded to participating institutions by the EOF Board of Directors to provide financial aid grants and program support services to students. See **RELATED** terms: **Article III, Article IV**. EOF allocations are made in the following funding categories:

**Summer:**

- Article III undergraduate costs of education (tuition, fees, room and board, books and supplies, stipends and insurance)
- Article III graduate costs of education
- Article IV direct program support services (e.g., peer tutors, instructors (for courses where students are not charged tuition), materials and supplies)

**Academic Year:**

- Article III undergraduate fall and spring semester grants
- Article III graduate fall and spring semester grants
- Article IV program support services

**Special Project Funding:**

- May occur during the summer or academic year from either Article III or Article IV.

**Annual Report** – A report of program activities and outcomes used to generate cohort retention and graduation rate data for institutional programs. Annual Report forms can be found on the Commission/EOF website at [www.state.nj.us/highereducation/eof.htm](http://www.state.nj.us/highereducation/eof.htm).

**Appropriation** – Any of the five categories of funding approved for the fiscal year by the legislature and governor for the operation of the Fund, known as Opportunity Program Grants (Article III), Supplementary Education Program Grants (Article IV), the Martin Luther King Physician-Dentist Scholarship Act of 1986, the Ferguson Law Scholarships, and Direct State Services (the CHE/EOF administrative account).

**Article III** (also known as **Opportunity Grants** or **student grants**) - The New Jersey Educational Opportunity Fund undergraduate or graduate student financial aid grants awarded to eligible students for the academic year or to cover cost of education expenses during summer session. See **RELATED** term: **allocation**.

**Article IV** –(also known as **Supplemental Opportunity Grants** or **program support funds**.) - The New Jersey Educational Opportunity Fund academic year or summer funds allocated to participating colleges or universities to provide program support services to EOF-eligible students. Article IV is used to support: fiscal year (summer, fall and spring) campus program staff and support services; projects to improve student performance in targeted majors or courses or to coordinate system-wide collaborative projects; and instruction and support services for activities and courses provided specifically for the EOF pre-freshman summer program. See **RELATED** term: **allocation**.

**Board** – refers to the New Jersey Educational Opportunity Fund Board of Directors, which is appointed by the Governor to sets policy; approve all necessary rules for program operation and student eligibility for Article III academic year and summer session, undergraduate and graduate student grants, academic year and summer program Article IV support funds, C. Clyde Ferguson Law Scholarship, and the Martin Luther King Physician-Dentist Scholarship; develop the annual budget request for the statewide program; and support EOF programs at New Jersey public and independent colleges and universities. A current list of Board members can be found at [www.state.nj.us/highereducation/eof.htm](http://www.state.nj.us/highereducation/eof.htm).

**Budget contract** – The fiscal year contract signed by the EOF Executive Director and the president of the participating institution outlining the allocations for the year and the responsibilities of both parties. Budget instructions and forms are available at [www.state.nj.us/highereducation/EOFBudgetForms](http://www.state.nj.us/highereducation/EOFBudgetForms).

**Campus EOF administrator/director** – The individual at a New Jersey institution of higher education directly responsible for the overall administration of the Educational Opportunity Fund (EOF) program at that particular college or university campus.

**Central Initiatives** – All institutional projects, professional and/or student development activities funded by the EOF Board of Directors using Article IV program support funds designed to benefit the statewide EOF program and/or higher education community.

**Commission** – The New Jersey Commission on Higher Education (CHE), which is the state-level planning and coordinating agency for higher education in New Jersey. The official CHE website is located at [www.state.nj.us/highereducation](http://www.state.nj.us/highereducation).

**Commission/EOF** (also known as “**EOF Central**” or “**the Central Office**”). – The term commonly used to refer to the staff of the Commission on Higher Education who are responsible for the administration of the Fund including the EOF Executive Director.

**Contract Budget Attachment B1** – the document used by EOF campus programs to distribute their fiscal year allocation of Summer Article III and Summer Article IV funds approved by the EOF Board of Directors, which subsequently becomes part of the fiscal year budget contract. This form is available at [www.state.nj.us/highereducation/EOFBudgetForms](http://www.state.nj.us/highereducation/EOFBudgetForms)

**Contract Budget Attachment B3** – the document used by EOF campus programs to distribute their fiscal year allocation of academic year Article IV funds approved by the EOF Board of Directors which subsequently becomes part of the fiscal year budget contract. This form is available at [www.state.nj.us/highereducation/EOFBudgetForms](http://www.state.nj.us/highereducation/EOFBudgetForms)

**Cost of Education** – The total educational expenses of a student in the academic year, but more often used by EOF in the summer, as defined by the institution (tuition, fees, room, board, books, supplies, etc.).

**Counselor Training Institute (CTI)** – An annual multi-day retreat, usually held in June, designed primarily to provide EOF campus program counselors with professional development activities.

**Deobligation** – The release (reduction) of available Article III or Article IV funds, agreed to by a campus program, based on under expenditure of their original fiscal year allocation. See **RELATED** term: **reallocation**

**Discretionary student** – An EOF applicant who meets the historical poverty criteria and whose household income falls outside the EOF income eligibility scale, but within 281% of the federal poverty guidelines published annually in the *Federal Register*.

**District Factor Group DFG** – The New Jersey Department of Education uses census data to rank school districts in New Jersey by their socioeconomic status (SES). Currently, the New Jersey Department of Education uses this measure for the comparative reporting of test results from New Jersey's statewide testing programs. The indicators use demographic variables from the most recent U.S. census data, and school districts are ranked and divided into alphabetical groups. The groups range from "A" (lowest socioeconomic districts) to "J" (highest socioeconomic districts). Students from the poorest public school districts in New Jersey (DFG "A" and "B") are the primary target population for EOF programs. More information about the research behind DFG status including the DFG rating of every school district in NJ can be found on the NJ Department of Education website at: <http://www.state.nj.us/njded/finance/sf/dfg.shtml>

**E-Administrator** – The vehicle by which the EOF electronic roster is accessed. Located on HESAA's website at [www.hesaa.org](http://www.hesaa.org), e-administrator allows approved campus professionals to access student information on-line. See **RELATED** term: **NJ Grants System**.

**Electronic roster** (also known as the – **on-line roster**, **EOF roster**, **EOF supplement**, and **EOF supplemental roster**) – A computerized list of all EOF applicants by participating institution. The roster includes the names of all undergraduate academic year Article III EOF student grant recipients from the previous spring semester who have completed the FAFSA for the upcoming year. The roster also includes all incoming freshmen students who appear program eligible and who have completed a

FAFSA requesting that their financial aid information be sent to the first three participating institutions listed. Institutions have daily access to the electronic roster which is updated bi-weekly. Institutions also receive monthly e-mails of the roster in PDF format.

**EOF** – The New Jersey Educational Opportunity Fund Program. Also referred to as the **Fund**. The official website for EOF is located at [www.state.nj.us/highereducation/eof.htm](http://www.state.nj.us/highereducation/eof.htm).

**EOF Champions** – An award instituted by the EOF Board of Directors to annually recognize one member of the faculty or administration from each participating institution as an individual who has demonstrated outspoken support and a general commitment to the spirit and intent of the EOF program. Champions are nominated by the EOF director, staff and students at their college/university.

**EOF Eligibility** – Initial EOF eligibility is determined on the basis of historical poverty which is defined by both economic and educational criteria. Because a student or a student's family currently falls within the income criteria does not make him/her automatically eligible for EOF. A list of historical poverty resources can be found at [www.state.nj.us/highereducation/eof/](http://www.state.nj.us/highereducation/eof/).

**EOF Executive Director** – The chief executive officer of the New Jersey Educational Opportunity Fund Program.

**Expenditure Report** – The document used to report the fiscal year expenditure of EOF summer Articles III and IV, and academic year Article IV funds. Expenditure report forms can be found at [www.state.nj.us/highereducation/EOFBudgetForms/](http://www.state.nj.us/highereducation/EOFBudgetForms/).

**FAFSA** – The Free Application for Federal Student Aid. Every student receiving EOF must (annually) file (and complete) a FAFSA. Information about the FAFSA including filing instruction can be found on the US Department of Education's website at:  
<http://studentaid.ed.gov/PORTALSWebApp/students/english/forms.jsp>

**Ferguson Scholarship** – The C. Clyde Ferguson Law Scholarship available to eligible students attending the Rutgers University School of Law in Camden or Newark, and the Seton Hall University School of Law.

**First-generation college student** – An applicant whose parents or parent (in the case of an applicant who regularly resided with and received support from only one parent) did not complete a baccalaureate degree.

**First-time full-time freshman** – A student in their first year of college who has never received an EOF Article III student grant or TAG grant previously. See **RELATED** term: **initial student**.

**Funding Renewal Application** – The application completed by participating institutions annually to request fiscal year Article III student grant funds and Article IV program support funds for the summer and academic year .

**GEAR UP** – *Gaining Early Awareness and Readiness for Undergraduate Programs*; a federal discretionary grant program designed to increase the number of low-income students who are prepared to enter and succeed in postsecondary education. GEAR UP provides five-year grants to states and partnerships to provide services at high-poverty middle and high schools.

- NJ GEAR UP state project – the federally funded New Jersey state project administered by the Commission on Higher Education under the Gaining Early Awareness and Readiness for Undergraduate Programs. Similar to College-Bound, GEAR UP targets middle and high schools that enroll significant percentages of low-income students. The program is intended to increase awareness and to improve the level of preparation for college. The EOF Board is a co-signer of the NJ GEAR UP project and guarantees EOF benefits by grandfathering/extending eligibility to all graduates of NJGEAR UP programs who attend a New Jersey college or university. Information about the NJ GEAR UP program is on the Commission on Higher Education website at:  
<http://www.nj.gov/highereducation/gearup.htm>
- NJ GEAR UP support services only (NJGEARUP/SSO) student – refers to a NJ GEAR UP state project graduate enrolled in college through EOF who is unable to demonstrate financial eligibility for an initial Article III student grant.

**HESAA** – The Higher Education Student Assistance Authority, New Jersey’s comprehensive financial aid agency, providing students and their families with financial aid and informational resources to pursue their education beyond high school. HESAA administers the Tuition Aid Grant (TAG) program, several scholarship and loan programs as well as the college savings plan New Jersey Better Educational Savings Trust (NJBEST). Processing of EOF academic year undergraduate Article III student grants is completed through the New Jersey student grant payment system (NJ Grants) which is operated and maintained by HESAA. See **RELATED** term: **Tuition Aid Grant (TAG)**. Additional information about HESAA and the programs administered by HESAA can be found at [www.hesaa.org](http://www.hesaa.org)

**High-distress area** – An area in New Jersey characterized by low or substandard housing and/or low real estate value, low per capita income, high unemployment, population decline, and/or a high percentage of residents receiving welfare and other benefits targeted for low-income families.

**Historical Poverty Criteria (HPC)** – The criteria by which all incoming freshmen and first-time EOF recipients are admitted into the program as outlined in the EOF Regulations 9A:11-2.2 Student Eligibility. Resources to help identify the criteria can be found on the website at [www.state.nj.us/highereducation/eof.htm](http://www.state.nj.us/highereducation/eof.htm) under Historical Poverty Resources.

**Hold status** – A student may enter hold status on the New Jersey Grants System, meaning that the EOF grant cannot be awarded because the institution in which the student is enrolled has requested EOF student grant awards in excess of its Article III undergraduate grant allocation. The student’s grant will not be awarded until additional monies become available through attrition or reallocation.

**Income Eligibility Scale** – The criteria used to determine if an applicant (based on the number of people in their household) meets the gross income criteria for participation in the EOF program. Untaxed income, including Earned Income Credit, additional child tax credit, untaxed social security benefits, and Temporary Assistance for Needy Families (TANF) is not included in the determination of EOF income eligibility. The income eligibility scale is based on 200% of the annual federal poverty guidelines. The income eligibility scale can be found on the website at [www.state.nj.us/highereducation/eligible.htm](http://www.state.nj.us/highereducation/eligible.htm).

**Initial student** – A student who is receiving an Article III EOF undergraduate or graduate student grant for the first time. The term “initial” is not synonymous with the term “freshman,” nor does it

imply that the student is in his or her first year of college attendance. See **RELATED** term: **first-time full-time freshman**.

**King Scholarship** – The Martin Luther King Physician-Dentist Scholarship graduate program available to eligible students attending the medical schools at the University of Medicine and Dentistry of New Jersey.

**Master contract** – The annual agreement entered between the Commission on Higher Education and individual New Jersey institutions of higher education specifying the contractual terms and conditions under which the Commission shall provide funds specified under the applicable project contract to the contractor.

**MIP** – The “Mathematics Immersion Program”, which is a three week residential program of intensive mathematics skills development and held at Stevens Institute of Technology each summer. Instruction is offered in algebra, pre-calculus and calculus. The program is open to all EOF students who are interested in majoring in areas related to mathematics and the sciences and to students who wish to improve their math skills.

**Need** – The difference between the total educational costs to attend a particular college and what a student or a student’s family is expected to contribute toward meeting those costs based on methodology contained in Federal Title IV of the Higher Education Act of 1965, P.L. 89-329, including all subsequent amendments and supplements.

**NJ College Bound Grant Program** – A pre-college educational enrichment program funded by the State of New Jersey and administered by the New Jersey Commission on Higher Education. It is designed with a focus on urban youth to help ensure their completion of secondary school; increase college admission, retention, and graduation rates; and to encourage the successful pursuit of postsecondary education in the sciences, mathematics, or technology. Information about the NJ GEAR UP program is on the Commission on Higher Education website at:  
<http://www.nj.gov/highereducation/cb.htm>



**NJEI** – The New Jersey Eligibility Index is used by HESAA to assess financial eligibility for TAG. The index represents the dollar amount that a family is expected to contribute to the student's educational costs. The NJEI is derived by formula and is calculated from information the student supplies on the FAFSA. Students with an NJEI of 1500 (or less) are considered to be full-need TAG eligible, meaning they are eligible for the maximum TAG award available in their specific institutional sector.

**NJEOFPA** – The New Jersey Educational Opportunity Fund Professional Association. The mission of NJEOFPA, a non-profit organization, is to be the official liaison between Educational Opportunity Fund (EOF) campus-based programs, the New Jersey Commission on Higher Education (CHE), and the EOF Board of Directors. The NJEOFPA advocates on behalf of EOF programs and their students. The NJEOFPA keeps abreast of and monitors legislation and policy decisions that may have a direct or indirect affect upon the EOF constituency. The NJEOFPA provides a venue for the professional development of its members and is a clearinghouse of resources relevant to the achievement of its mission. Additional Information about the NJEOFPA can be found on their website at:  
[www.njeofpa.org](http://www.njeofpa.org)

**NJ Grants System** – The mainframe computer system maintained by HESAA used to process NJ student assistance. Authorized individuals (financial aid administrators and selected EOF staff members) at remote locations have the ability to access New Jersey student financial aid records. This system allows authorized individuals to view student records, electronically exchange information with HESAA and CHE/EOF, as well as request EOF undergraduate academic year Article III grant awards. See **RELATED** term: **e-administrator**.

**Non-funded Students** – A student who received an initial Article III undergraduate grant but, because of a change in income or enrollment status, no longer demonstrates a need or eligibility for Article III funds. A non-funded student is still eligible to receive counseling/tutoring services through the EOF program.

**Once EOF Always EOF** – Students deemed eligible for EOF at the time of initial enrollment shall retain eligibility for program support services and the Article III undergraduate and graduate grants as long as they continue to demonstrate financial need, as determined by the participating institution through a Board approved financial aid form submitted by the student in accordance with the annually

established deadline dates. Therefore, it is not necessary for the participating institution to determine income eligibility for EOF students after the first semester/term they receive an EOF grant.

**On-Line Supplemental Roster System** (also known as **the electronic roster, EOF roster, EOF supplement, and EOF supplemental roster**) – The electronic student payment request system for the academic year undergraduate EOF program. Located on HESAA’s website within the E-Administrator product, the roster is used to request first time EOF awards and to verify the accuracy of renewal awards. The on-line roster is updated and processed on a two-week cycle.

**Opportunity grant** – EOF Article III undergraduate or graduate academic year or summer student grant. See **RELATED** term: **Article III**

**PAB** – The Program Advisory Board appointed by institutions participating in the Fund (formerly known as the Community Advisory Board).

**Participating institution** – A New Jersey institution of higher education that is licensed by the Commission on Higher Education and accredited by an accrediting body recognized by the U.S. Secretary of Education and has entered into a contractual relationship with the Board to provide EOF undergraduate academic year and summer academic and student development programming, and the undergraduate and graduate (if eligible) EOF academic year grants to qualified students.

**Pell** – A federal financial aid grant that does not have to be repaid. Pell is considered the foundation of federal financial aid, to which aid from other federal and non-federal sources might be added.

**Pre-Freshman Summer Program** (also known as **summer bridge programs**) – The program component designed for incoming EOF freshman students to help them begin their transition to college life. The program is designed to introduce students to the academic and social demands of college life, as well as prepare them for matriculation into the fall semester.

**Procedures Manual** – The EOF on-line roster processing manual that provides instructions for accessing, updating, and certifying the electronic roster. It includes detailed explanations for all data elements used on the roster. The Manual can be downloaded from the website at [www.state.nj.us/highereducation/eof.htm](http://www.state.nj.us/highereducation/eof.htm).

**Professional Development** –Workshops, seminars and other activities designed for EOF directors, counselors, and other support staff members to increase their knowledge, improve their skills and enhance their delivery of student support services.

**Program Performance Criteria (PPC)** – Quantitative measures used to report the outcomes of the statewide EOF program, monitor the progress of campus EOF programs, highlight important program trends and guide policy decisions.

**Reallocation** – The redistribution of unexpended Article III, Article IV, Ferguson or King funds by CHE/EOF to increase a campus program’s allocation during the fiscal year to address specific programming needs or to release student grant payments for students in “Hold” status. See **RELATED term: deobligation**.

**Renewal student** – A student who has previously received an Article III EOF undergraduate or graduate student grant.

**“Student Eligibility Notice (SEN)** – The document used by HESAA to notify students of their eligibility for state financial aid grant programs.

**Student Aid Report (SAR)** – The report a student receives after submitting the FAFSA. The SAR summarizes the information on the student’s FAFSA. The schools listed on the application receive electronic copies of the student’s SAR. If the information is complete and accurate, and if the student is eligible, the school will use the SAR in awarding federal student aid.

**Student Day** – The day set aside at the annual NJEOFPA spring conference for EOF students’ attendance. Workshops and seminars on topics of interested are provided to EOF students. In addition, EOF graduating seniors who have earned academic distinction throughout their undergraduate careers are recognized by the EOF Board of Directors for their achievements.

**Student Development** – Activities designed to develop and/or improve students’ skills in the areas of academic work, career awareness, job placement and leadership.

**Supplementary Opportunity Grant** – EOF Article IV funds in the state budget materials. See **RELATED** term: **Article IV**

**SURE** – The Student Unit Record Enrollment system is a comprehensive collection, storage and retrieval system for computer-readable data on each student enrolled and on each graduate from the 31 New Jersey public colleges and universities and 6 independent institutions that currently participate in the system. The enrollment component of SURE is a fall and spring semester “snapshot”. The degrees conferred component captures data for an entire academic year. Institutions submit their SURE files by e-mail to the CHE/Office of Research and Policy Analysis, which processes and analyzes the data. Each student bears a unique identifier-social security number (SSN) as well as various student-specific demographic, academic and education process data. The use of a standard unique identifier permits the tracking of students, as well as the merging of SURE data with other Commission, national and HESAA data bases (e.g. TAG/EOF).

**Technical Assistance** – Administrative assistance, guidance and coaching provided by the CHE/EOF staff to participating institutions including clarification and/or consultation on matters related to the efficient and effective operation of campus EOF programs within the parameters of the EOF regulations, assistance with student eligibility and payment issues, assistance with budgetary and reporting concerns, confidential advice and coaching for directors, and resources/clearinghouse for approaches to providing services for EOF students.

**TRIO programs** – The Federal TRIO Programs are educational opportunity outreach programs designed to motivate and support students from disadvantaged backgrounds. TRIO includes six outreach and support programs targeted to serve and assist low-income, first-generation college students, and students with disabilities, to progress through the academic pipeline from middle school to post baccalaureate programs. These programs are called: Student Support Services (SSS), Talent Search, Upward Bound (UB), Upward Bound Math/Science, and Ronald E. McNair Post Baccalaureate Achievement. TRIO also includes a training program for directors and staff of TRIO projects and a

dissemination partnership program to encourage the replication or adaptation of successful practices of TRIO projects at institutions and agencies that do not have TRIO grants. Additional Information about TRIO programs can be found at the following websites: [www.trioprogams.org](http://www.trioprogams.org) and <http://www.ed.gov/about/offices/list/ope/trio/index.html>

**Tuition Aid Grant (TAG)** – New Jersey’s Tuition Aid Grant (TAG) program is one of the nation’s largest financial aid programs. New Jersey ranks among the top states in providing aid for needy students. Depending on the student’s need, a TAG award can cover close to the full cost of tuition at a public college or a portion of that cost. The program also offers sizeable awards for attendance at in-state private institutions. One in every three full-time New Jersey students receives TAG, and awards may be used at nearly all New Jersey postsecondary institutions, including community colleges, state colleges and private schools. See **RELATED** term: **HESAA**.

**Unmet Need** – The difference between the cost of attendance at an institution of higher education versus the estimated family contribution and amount of financial aid a student receives.

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